

TABLE OF CONTENTS**TITLE 22, DIVISION 6****CHAPTER 4 SMALL FAMILY HOMES****Article 1. General Requirements and Definitions**

	Section
General	83000
Definitions	83001

Article 2. Licensing

Availability of License	83009
Limitations on Capacity and Ambulatory Status	83010

Article 3. Application Procedures

Applicant Qualifications	83017
Application for License	83018
Fire Clearance	83020
Safeguards for Cash Resources, Personal Property, and Valuables	83026
Term of an Initial or Renewal License	83032

Article 4. Administrative Actions (Reserved)**Article 5. Enforcement Provisions (Reserved)****Article 6. Continuing Requirements**

Reporting Requirements	83061
Licensee Duties and Responsibilities	83064
Personnel Requirements	83065
Admission Procedures	83068.1
Needs and Services Plan	83068.2
Modifications to Needs and Services Plan	83068.3
Child's Records	83070
Personal Rights	83072
Discipline	83072.1
Transportation	83074
Health Related Services	83075
Food Service	83076
Responsibility for Providing Care and Supervision	83078
Activities	83079

TABLE OF CONTENTS (Continued)**Article 7. Physical Environment**

	Section
Buildings and Grounds	83087
Outdoor Activity Space	83087.2
Indoor Activity Space	83087.4
Fixtures, Furniture, Equipment and Supplies	83088

This Users' Manual is issued as an operational tool.

This Manual contains:

- a) Regulations adopted by the California Department of Social Services (CDSS) for the governance of its agents, licensees, and/or beneficiaries
- b) Regulations adopted by other State Departments affecting CDSS programs
- c) Statutes from appropriate Codes which govern CDSS programs; and
- d) Court decisions
- e) Operational standards by which CDSS staff will evaluate performance within CDSS programs.

Regulations of CDSS are printed in gothic type as is this sentence.

Handbook material, which includes reprinted statutory material, other department's regulations and examples, is separated from the regulations by double lines and the phrases "**HANDBOOK BEGINS HERE**", "**HANDBOOK CONTINUES**", and "**HANDBOOK ENDS HERE**" in bold print. Please note that both other department's regulations and statutes are mandatory, not optional.

In addition, please note that as a result of the changes to a new computer system revised language in this manual letter and subsequent community care licensing manual letters will now be identified by **graphic screen**.

Questions relative to this Users' Manual should be directed to your usual program policy office.

Article 1. GENERAL REQUIREMENTS AND DEFINITIONS**83000 GENERAL****83000**

- (a) Small family homes, as defined in Section 80001s.(2), shall be governed by the provisions specified in this chapter. In addition, such small family homes, except where specified otherwise shall be governed by Chapter 1, General Requirements.

NOTE: Authority cited: Sections 1530 and 1530.5, Health and Safety Code. Reference: Sections 1501, 1502, 1530 and 1531, Health and Safety Code.

83001 DEFINITIONS**83001**

In addition to Section 80001, the following shall apply.

- a. (Reserved)
- b. (Reserved)
- c. (1) "Child" means a person who is under 18 years of age who is being provided care and supervision in a small family home, except where specified otherwise in this chapter.
- d. (1) "Disability" means a condition which makes a person developmentally disabled, mentally disordered or physically handicapped and for whom special care and supervision is required as a result of their condition.
- e. (Reserved)
- f. (Reserved)
- g. (Reserved)
- h. (1) "Home" means a licensed small family home.
- I. (Reserved)

83001 DEFINITIONS (Continued)**83001**

j. (Reserved)

k. (Reserved)

l. (1) "Licensee's Family" means any relative as defined in Section 80001, (1) any adopted children, and any person under guardianship or conservatorship, of the licensee, or the licensee's spouse, who resides in the home.

m. (Reserved)

n. (1) "Needs and Services Plan" means a time-limited, goal-oriented written plan implemented by the licensee which identifies the specific needs of an individual child, including but not limited to the items specified in Section 83068.2, and delineates those service needs necessary in order to meet the child's identified needs.

o. (Reserved)

p. (Reserved)

q. (Reserved)

r. (Reserved)

s. (Reserved)

t. (Reserved)

u. (Reserved)

v. (Reserved)

w. (Reserved)

x. (Reserved)

y. (Reserved)

z. (Reserved)

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1502, 1530 and 1531, Health and Safety Code.

Article 2. LICENSING**83009 AVAILABILITY OF LICENSE****83009**

- (a) The license shall be retained in the home and shall be available for review upon request.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83010 LIMITATIONS ON CAPACITY AND AMBULATORY STATUS**83010**

- (a) In addition to Section 80010, the following shall apply.
- (b) The licensee shall not accept more than two infants, including infants in the licensee's family, without obtaining additional household help.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

Article 3. APPLICATION PROCEDURES**83017 APPLICANT QUALIFICATIONS****83017**

- (a) In addition to Section 80017, the following shall apply.
- (b) An applicant for a license shall:
 - (1) Attend and complete an orientation provided by the licensing agency.
 - (2) Be educated, trained, or experienced in providing family home care and supervision appropriate to the type of children to be served.
 - (A) Applicable education shall be documented through submission, to the licensing agency, of a copy of a certificate, transcript or credentials.
 - (B) Applicable training shall be documented through submission, to the licensing agency, of a copy of a certificate of training.
 - (C) Applicable experience shall be documented in writing, by a person other than the applicant, and submitted to the licensing agency.

HANDBOOK BEGINS HERE

- (c) The following are examples of course, seminar, conference or training topics which will be accepted by the licensing agency to meet the requirements in (b) above and Section 83032. Programs which can be shown to be similar will also be accepted.
 - (1) Child development
 - (2) Recognizing and/or dealing with learning disabilities
 - (3) Infant care and stimulation
 - (4) Parenting skills

HANDBOOK CONTINUES

83017 APPLICANT QUALIFICATIONS (Continued)**83017**

HANDBOOK CONTINUES

- (5) Complexities, demands and special needs of children in placement
- (6) Building self-esteem, for the licensee or the children
- (7) First aid and/or CPR
- (8) Record keeping
- (9) Bonding and/or safeguarding of children's property
- (10) Licensee rights and grievance process
- (11) Licensing and placement regulations
- (12) Rights and responsibilities of family home providers

HANDBOOK ENDS HERE

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1520 and 1531, Health and Safety Code.

83018 APPLICATION AND LICENSE**83018**

- (a) In addition to Section 80018, the following shall apply.
- (b) The application shall contain a health screening report on the applicant, meeting the standards required in Section 80065(g).

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1520 and 1531, Health and Safety Code.

83020	FIRE CLEARANCE	83020
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- (a) Notwithstanding Section 80020, small family homes shall be required to request a fire clearance only prior to accepting one or more disabled children or deciding to continue to provide services to a child determined after placement, to have a disability.

HANDBOOK BEGINS HERE

- (1) Health and Safety Code Section 13143 provides generally:

A fire clearance shall not be required if the small family home is providing care for:

- (A) six or fewer ambulatory children, and/or
- (B) children two years of age or younger.

HANDBOOK ENDS HERE

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1520 and 1531, Health and Safety Code.

83026	SAFEGUARDS FOR CASH RESOURCES, PERSONAL PROPERTY, AND VALUABLES	83026
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- (a) Notwithstanding Section 80026(c), a licensee shall be permitted to accept appointment and serve as guardian for the person, or estate, or person and estate, of a child.
- (1) Such appointment shall be reported to the licensing agency as specified in Section 83061(c).

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83032 TERM OF AN INITIAL OR RENEWAL LICENSE**83032**

- (a) Notwithstanding Section 80032(c) a licensee shall qualify for a two-year license renewal, provided the licensee:
- (1) Has completed a course, training, seminar or conference each year during the previous licensed period in areas related to the provision of family home care.
 - (2) At the time of the renewal visit is in compliance with applicable regulations and law.
- (b) Documentation for (a)(1) above, as specified in Section 83017(b)(2), shall be submitted with the renewal application.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1524 and 1525, Health and Safety Code.

Article 4. ADMINISTRATIVE ACTIONS (RESERVED)

ARTICLE 5. ENFORCEMENT PROVISIONS (RESERVED)

Article 6. CONTINUING REQUIREMENTS**83061 REPORTING REQUIREMENTS****83061**

- (a) In addition to Section 80061, the following shall apply.
- (b) The licensee shall notify the licensing agency and the child's authorized representative in advance when he/she intends to be absent from the home for 48 hours or longer.
 - (1) Notification shall be in writing, or by telephone, and shall include:
 - (A) Dates of intended absence.
 - (B) Whether the child will accompany the licensee or remain in the home.
 - (C) Telephone number where licensee may be contacted.
 - (D) Name, address, telephone number of the substitute specified in Section 83064(c).
- (c) The licensee shall report all changes in family composition which would affect the services provided children to the licensing agency in writing or by telephone within ten working days. These changes shall include, but not be limited to:
 - (1) Any additions to the licensee's family, including when the licensee becomes guardian or conservator for any individual.
 - (2) The departure of an adult who was providing care to the children.
- (d) Any unexplained absence of a child shall be reported to the licensing agency.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83064 LICENSEE DUTIES AND RESPONSIBILITIES**83064**

- (a) In addition to Section 80064 the following shall apply.
- (b) The licensee shall be responsible for:
 - (1) Participating with the child in activities.
 - (2) Participating with agencies and other responsible persons in planning for the needs of the child.
 - (3) Ensuring that the child is clean and providing the child with training in personal cleanliness and hygiene.
 - (4) Protecting the child from home accidents.
 - (5) Making provisions for the child to attend available community treatment or training programs when the child has needs which can be met by such programs.
 - (6) Participating in activities which increase the licensee's own understanding of, and skill in, caring for children.
 - (7) Providing for and meeting service needs of the child as identified in the needs and services plan required by Section 83068.2.
 - (8) Assisting the child in the development of goals and encouraging him/her to reach those goals.
 - (9) Supervising the provision of basic services within the home.
- (c) The licensee shall be regularly present in the home when children are in the home full time.
 - (1) If all children are involved in out of home programs, such as school or day care, the licensee shall be permitted to be regularly absent during those hours.
 - (2) When the licensee is absent from the home while children are present he/she shall provide for supervision of the children by a responsible adult unless otherwise agreed to in advance by the licensing and placing agencies.
- (d) The licensee shall not hire or require a child in placement to baby-sit children residing in the facility, including children who are members of the licensee's family, guardianship children, and children in placement.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83065 PERSONNEL REQUIREMENTS**83065**

- (a) In addition to Section 80065, the following shall apply.
- (b) Physician reports from general practitioners or specialists may be required after licensure if the licensing agency has reason to believe that a licensee's physical and/or mental health is not adequate to carry out responsibilities under these regulations.
 - (1) The licensing agency shall provide the licensee a written explanation of the need for the additional report.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83068.1 ADMISSION PROCEDURES**83068.1**

- (a) The licensee shall develop, maintain and implement admission procedures which shall meet the requirements specified in this section.
- (b) Upon placement the licensee or designated person shall:
 - (1) Request the information specified in Section 83068.2.
 - (2) Obtain the information specified in Sections 80080(b)(1) through (b)(5), (b)(7), (b)(8) and (b)(10), and 83070(b)(1) through (b)(8).
 - (3) Complete, and have signed, an admission agreement as specified in Section 80068.
- (c) As soon as the information specified in (b)(1) above is available, the licensee or designated person, shall review the information and determine:
 - (1) The licensee's ability to meet the individual needs of the child.
 - (2) The licensee's ability to simultaneously continue meeting the needs of other children and the licensee's family.

83068.1 ADMISSION PROCEDURES (Continued)**83068.1**

- (d) If it is determined after review that the home cannot meet the service needs of the child, the licensee shall:
- (A) Inform the child's authorized representative.
 - (B) Request that the child be placed elsewhere.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83068.2 NEEDS AND SERVICES PLAN**83068.2**

- (a) At the time of placement, the licensee or a designated person shall request for each child, a needs and services plan which describes the child's service needs.
- (1) Such plan shall be requested from the child's authorized representative.
 - (2) The licensee shall use a form approved by the licensing agency.
- (b) The needs and services plan shall contain at a minimum the following information:
- (1) Name.
 - (2) Age.
 - (3) Physical limitations.
 - (4) History of infections or contagious diseases.
 - (5) History of other medical, emotional, behavioral and physical problems.
 - (6) Capability of the child to handle his/her own cash resources.
 - (7) Current service needs related to (3), (4), (5), and (6) above.

83068.2 NEEDS AND SERVICES PLAN (Continued)**83068.2**

- (8) Any applicable needs appraisal or individual program plans completed by a placement agency or consultant.
- (9) Plans for providing services to meet the individual needs identified above.
- (10) Signature of the person or representative of the agency providing the information.
- (c) If the licensee is not given the child's record with the above information at the time of placement, the licensee shall make telephone and/or written requests for the information to the child's authorized representative, and shall record and retain the details of those requests.
 - (1) If the information is not received within 15 calendar days, the licensee shall obtain an assessment of current service needs from other sources.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83068.3 MODIFICATIONS TO NEEDS AND SERVICES PLAN**83068.3**

- (a) The written needs and services plan shall be updated at least annually and:
 - (1) As frequently as necessary to ensure accuracy and to document determination of a disability.
 - (2) As frequently as determined necessary by the child's authorized representative.
- (b) If modifications to the plan identify unmet needs the following requirements shall be met:
 - (1) It shall be determined whether the licensee has the ability to meet the needs of the child.
 - (A) If it is determined that the identified needs can be met by the licensee, a written plan to meet the needs shall be developed and maintained in the home.
 - (B) If it is determined that the identified needs cannot be met by the licensee, the licensee shall give notice to the child's authorized representative to remove the child from the home.

83068.3 MODIFICATIONS TO NEEDS AND SERVICES PLAN (Continued)**83068.3**

- (c) The licensee shall permit the participation of the child's authorized representative in modification to the needs and services plan.
- (1) Such participation shall be verified by his/her signature on the needs and services plan.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83070 CHILD'S RECORDS**83070**

- (a) In addition to Section 80070, the following shall apply.
- (b) Each child's record shall contain at least the following:
- (1) A copy of the child's birth certificate if available.
 - (2) Date of placement in the home.
 - (3) Name, address and telephone number of the placement agency, if any.
 - (4) Name, address and telephone number of person(s) to be contacted in an emergency when the child's authorized representative cannot be contacted.
 - (5) Written consent which authorizes the licensee to obtain other than ordinary medical and dental care in an emergency if the authorized representative cannot be located.
 - (6) Names of all persons authorized to take the child from the home.
 - (7) Dental and medical history, if available, including immunization records and any physician's orders for any medically necessary diet as specified in Section 80076(a)(6).
 - (8) Religious preference, and the name and address of clergyman or religious adviser, if any.

83070 CHILD'S RECORDS (Continued)**83070**

- (9) A copy of the child's needs and services plan and any modifications thereto specified in Sections 83068.2 and 83068.3.
- (10) A record of the continuing health needs and services received while the child is in the home including but not limited to, physical therapy and counseling.
- (c) The original or photographic reproductions of the child's record shall be given to the placement agency or the child's authorized representative when the child is moved from the home, and one copy retained in compliance with Section 80070(f).

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83072 PERSONAL RIGHTS**83072**

- (a) In addition to Section 80072, the following shall apply.
- (b) Each child shall have personal rights which include but are not limited to:
 - (1) To have visitors as specified below by mutual agreement between the licensee and the visitors, and provided the rights of others are not infringed upon, including:
 - (A) Relatives, during waking hours, unless prohibited by court order or by the child's authorized representative.
 - (B) Authorized representative.
 - (C) Other visitors unless prohibited by court order or by the child's authorized representative.
 - (2) To wear his/her own clothes.

83072 PERSONAL RIGHTS (Continued)**83072**

- (3) To possess and control his/her own cash resources, unless otherwise agreed to in the child's needs and services plan and by the child's authorized representative.
- (4) To possess and use his/her own personal possessions, including toilet articles.
- (5) To have access to individual storage space for his/her private use.
- (6) To have access to telephones, both to make and receive confidential calls, provided that such calls are not prohibited by court order, or by the child's authorized representative, or are not prohibited as a form of discipline. However, such use shall not infringe upon the rights of others, nor tie up the telephone during emergencies.
 - (A) The licensee shall be permitted to require reimbursement for long distance calls from the child or his/her authorized representative.
 - (B) The licensee shall be permitted to prohibit the making of long distance calls upon documentation that requested reimbursement for previous long distance calls has not been received.
 - (C) Calls permitted to be prohibited as a form of discipline shall not include calls to the child's authorized representative or placement agency.
- (7) To have access to letter writing material and to send and receive unopened correspondence unless prohibited by court order or by the child's authorized representative.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83072.1 DISCIPLINE**83072.1**

- (a) Any form of discipline which violates a child's personal rights as specified in Sections 80072 and 83072 shall be prohibited.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83074	TRANSPORTATION	83074
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- (a) In addition to Section 80074, the following shall apply.
- (b) When transporting children in a private motor vehicle the licensee shall secure the children as specified below:
 - (1) Infants shall be secured in a car seat designed for infants.
 - (2) All children between two and four years of age and all children who weigh less than 40 pounds, or who have disabilities which prevent them from sitting unassisted, shall be secured in a car seat or harness designed for such children.
 - (3) Children over four years of age and who weigh over 40 pounds who are able to sit unassisted shall be secured in the vehicle's regular seat belt/harness.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83075	HEALTH RELATED SERVICES	83075
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- (a) In addition to Section 80075, the following shall apply.
- (b) When a child shows signs of serious illness or injury, the licensure shall have the nature of the illness or injury determined by a physician as quickly as possible.
- (c) Whenever a child is exposed to a serious communicable disease, or has any illness or injury which requires medical treatment or for which the cause is unknown, the licensee shall be responsible for ensuring that the child's immediate medical needs are met.
 - (1) As soon as the child's immediate needs are met, the licensee shall notify the child's authorized representative.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1507 and 1531, Health and Safety Code.

83076 FOOD SERVICE**83076**

- (a) In addition to Section 80076, the following shall apply.
- (b) There shall always be fresh perishable and nonperishable food in the home in a quantity to meet the needs of the next three meals and the between meal snacks.
- (c) Food served to the child shall be of the same quality as that served to other family members.
- (d) If the child is out of the home during a normal meal time, the licensee shall ensure that alternate arrangements are made for the child to receive a meal.
- (e) If the licensee has been informed, or has observed, that the child has an allergy to any food, the licensee shall not serve such food to the child.
 - (1) If there is doubt about whether a child has an allergy, the licensee shall seek medical verification.
- (f) Infants younger than seven months shall be held during bottle feeding.
- (g) Notwithstanding the requirement of Section 80076(a)(5) licensed small family homes shall not be required to prepare daily written menus.

HANDBOOK BEGINS HERE

- (h) Whenever children in placement eat at the home it is expected that they will have their meals with family members.

HANDBOOK ENDS HERE

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83078	RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION	83078
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- (a) In addition to Section 80078, the following shall apply:
- (1) The licensee shall provide those services identified in the child's needs and services plan as necessary to meet the child's needs.
- (b) The licensee is responsible for ensuring care and supervision of the child(ren) of any minor parent in placement.
- (1) Direct care and supervision of the child(ren) of a minor parent is to be provided during the hours that the minor parent is unavailable or unable to provide such care and supervision.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Section 11465, Welfare and Institutions Code and Sections 1501 and 1531, Health and Safety Code.

83079	ACTIVITIES	83079
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- (a) The licensee shall provide opportunity for, and encourage participation in, activities, including but not limited to, the following:
- (1) Activities that require group interaction.
 - (2) Physical activities including but not limited to games, sports, and exercise.
 - (3) Leisure time for the children, and participation with other members of the licensee's family in leisure time activities.
 - (4) Education through enrollment in public, private or special schools and assistance with school work.
 - (5) Learning of daily living skills, including but not limited to bathing, dressing, grooming, manners, shopping, cooking, money management, and use of public transportation.
- (b) The child shall not be required to perform duties which interfere with school, training, treatment programs or family visits.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

Article 7. PHYSICAL ENVIRONMENT**83087 BUILDINGS AND GROUNDS****83087**

- (a) In addition to Section 80087, the following shall apply.
- (b) The licensee shall provide bedrooms in the home which shall meet, at a minimum, the following requirements:
- (1) No more than two children shall share a bedroom.
 - (2) Children of the opposite sex shall not share a bedroom unless each child is under five years of age.
 - (3) No room commonly used for other purposes shall be used as a bedroom, except as permitted pursuant to Section 80024.
 - (A) Such rooms shall include but not be limited to halls, stairways, unfinished attics or basements, garages, storage areas and sheds or similar detached buildings.
 - (4) No bedroom shall be used as a public or general passageway to another room.
 - (5) Except for infants, children shall not share a bedroom with an adult.
 - (A) If two children have been sharing a bedroom and one of them turns 18, they may continue to share the bedroom as long as they remain compatible and the licensing agency has granted an exception, pursuant to Section 80024.
 - (6) Subsections 83087(b)(1), (2), (3), (4), and (5) apply to all bedrooms used by all children residing in the facility, including children who are members of the licensee's family, guardianship children, and children in placement.
 - (7) Sections 83087(b)(3) and (4) apply to all bedrooms used by the licensee(s) and all other adults residing in the facility.
- (c) The licensee who accepts a child with a disability shall make necessary specific provisions including but not limited to changes to the buildings and grounds as required to protect and assist the child and maximize the child's potential for self-help.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83087.2 OUTDOOR ACTIVITY SPACE**83087.2**

- (a) The licensee shall provide outdoor activity space which is free from hazards to life and health.
- (1) The outdoor activity space shall include, but not be limited to, activity centers and public parks where the licensee resides in an apartment, condominium, or similar housing arrangement which does not have separate yard space.
 - (2) A sketch of the physical plant as required in the plan of operation, pursuant to Section 80022, shall include the location(s) of outdoor activity space.
 - (3) The outdoor activity space shall not include any area made inaccessible by fencing pursuant to Section 80087(f).
 - (4) Where natural or man-made hazards such as canals, cliffs, condemned buildings, creeks, ditches, lakes, ocean fronts, mines, power lines, quarries, rivers, ravines, swamps, watercourses, and areas subject to flooding lie on or adjacent to the facility premises, the outdoor activity space shall be inaccessible to such hazards.
 - (A) Where a fence or wall is used to make the outdoor activity space inaccessible, the requirements of Section 80087(f)(1) shall be met.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83087.4 STORAGE SPACE**83087.4**

Repealed by Manual Letter 85-23 (effective 6/20/85).

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

83088 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES**83088**

- (a) In addition to Section 80088, the following shall apply.
- (b) The licensee shall maintain at least one toilet, sink, and tub or shower in the home.
- (c) The licensee shall provide each child with an individual bed which is equipped with a clean, comfortable mattress, clean linens, blankets, and pillows, as needed, all in good repair.

83088 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES (Continued) 83088

- (1) No small family home shall have more beds for children's use than required for the maximum capacity approved by the licensing agency.
 - (A) This requirement shall not apply to the beds made available for illness or separation in an isolation room or area as specified in Section 80087(d).
- (2) Linen shall be changed at least once per week or more often when necessary to ensure that clean linen is in use by children at all times.
- (3) Beds shall be arranged to allow easy passage between beds and easy entrance into the room.

HANDBOOK BEGINS HERE

- (4) Rubber or plastic sheeting or bed coverings should be provided when needed.

HANDBOOK ENDS HERE

- (d) The licensee shall provide each infant with a safe and sturdy bassinet or crib, appropriate to the child's age and size.
- (e) Bunk beds of more than two tiers shall not be used.
 - (1) Bunk beds shall have railings on the upper tier to prevent falling.
 - (2) Children under 5 years of age or those who are unable to climb into or out of the upper tier unassisted shall not be permitted to use the upper tier.
- (f) The licensee shall provide toys, games, books and recreational and educational materials for the children, based upon their ages, and mental and physical development.
- (g) Each bedroom shall have portable or permanent closets and drawer space to accommodate the child's clothing and personal belongings.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.